U.S. MISSION INDIA PUBLIC DIPLOMACY GRANTS PROGRAM

Funding Opportunity Title: NDRFP15-03: Online Distance Education Courses for English Language Teachers
CFDA Number: 19.040 - Public Diplomacy Programs
Date Opened: 2/18/2015
Contact: Grant Applications Manager, U.S. Embassy, New Delhi
Email: ND_GrantApplications@state.gov

Application Deadline: 4/20/2015   12:00 midnight Washington, DC (EDT)

Section I. Funding Opportunity Description

The U.S. Embassy Public Affairs Section in New Delhi is soliciting proposals for a cooperative agreement/grant that meets the specifications stated in Section II from individuals in the U.S., non-governmental organizations, and other legally-recognized non-profit institutions that meet Indian and U.S. technical and legal requirements to develop and implement public diplomacy programs as specified by Section II below.   Information about the Public Affairs Section can be found at: http://newdelhi.usembassy.gov/.

Section II. Online Distance Education Courses for English Language Teachers

FUNDING OPPORTUNITY DESCRIPTION

The Public Affairs Section of the U.S. Embassy in New Delhi announces an open competition for a grant to offer online distance education courses for English Language Teachers in India and Bhutan. The project should offer 5 to 10-week online distance courses on the topics described. These online distance courses should be offered completely via the internet, however they should be led and taught by an American professor, who will provide personalized feedback for the students. These courses should be offered from July 2015 to June 2016. We strongly encourage non-profit organizations and academic institutions that have specific expertise in strengthening the capacity of English teachers through distance education to apply.

Background and Objectives

The Public Affairs Section of the U.S. Embassy in New Delhi announces an open competition for a grant to provide online distance education courses for English Language Teachers in India and Bhutan. The proposal should offer at least one 5 to 10-week course for a minimum of 16 English language teachers. The proposal may suggest additional courses.   Awards may be granted for one or more courses from one or more organizations depending on the quality of proposals and the availability of funding.

Many English language teachers in India and Bhutan have limited opportunities for in-service professional development. As they are working full-time they cannot take time off to attend full-

time person-to-person courses. The Regional English Language Office of the U.S. Embassy, New Delhi aims to support English language teachers throughout the country working at a wide range of institutions. The aims of providing such online courses are to augment the pedagogical skills of English language teachers in the country, expose Indian and Bhutanese teachers to current American ELT methods, increase teachers understanding of American culture by working directly with an American professor.

Objectives and Activities

The goal of this project is to provide at least one 5 to 10 week distance online course on current ELT methodology to a cohort of a minimum of 16 in-service Indian and Bhutanese English teachers. Depending on available funding additional courses may be awarded.

Proposals should include the following for each course:

1. A detailed syllabus with specific educational objectives;
2. A timetable of weekly tasks and activities for teachers to do to practice the content being taught;
3. A discussion forum for teachers to interact with each other online on a weekly basis;
4. Guided instruction and personalized feedback from an American professor who is qualified in the particular course content;
5. A student evaluation plan for assessing the student's progress and achievement.
6. An explanation of how students will be registered into the course and monitored.
7. An explanation of how the organization will retain students throughout the course.

Course Topics

This request is soliciting online distance education courses on the following possible topics. Additional course topics may be suggested in the proposals.

Suggested Course Topics:

1. Integrating Critical Thinking Skills into the English Language Classroom.
2. Current Assessment Practices in English Language Teaching.
3. Designing Classroom Materials for the English Language Classroom.
4. Using Computer Technology in the English Language Classroom.
5. Teaching Writing Skills to Students.
6. Professional Writing Skills for English Language Teachers.
7. Integrating Communicative Language Skills in a Literature Based Curriculum.

In addition to demonstrating how the applicant institution would execute this program, particular attention should be paid to the credentials and qualifications of an organization and its staff to implement this program.

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Applications must include a monitoring and evaluation plan (M&E plan), sometimes also referred to as a performance monitoring or performance management plan. The institution receiving this award will be expected to submit at minimum quarterly reports on the results of program activities. Embassy staff should be updated regularly via informal e-mail messages on program progress.

The timeframe for achieving the objectives must be clearly outlined in the proposal funding request.

The budget available for this program will include all course costs, including course development, registration of students, course instruction by an American teacher over the specified timeframe, monitoring and evaluation of the students during the course, a final report on student achievement and distribution of course certificates for students that successfully complete and pass the course. Recruitment of teachers to take the courses will be done by the Regional English Language Office, New Delhi, India.

Roles of USG and Grantee

The Grantee will be responsible for designing and implementing the course with an American instructor. The Grantee will be responsible for registering, monitoring and evaluating the students.

The U.S. government, through the Regional English Language Office of the U.S. Embassy, New Delhi will be responsible for recruiting appropriate and dedicated English language teachers to complete the course.

Section III. Award Information

1. **Funding Type and Amount:** Grant/cooperative agreement
   - Minimum ("Floor") Award Amount: $5,000
   - Maximum ("Ceiling") Award Amount: $80,000

(Maximum for any one 10-week course will be $1,400 per student. Maximum for any 5-week course will be $750. Several courses may be proposed.)

The Public Affairs Section reserves the right to award less or more than the funds described under circumstances deemed to be in the best interest of the U.S. government, pending the availability of funds and approval of the designated grants officer.

2. **Project and Budget Periods:** Grant projects generally should be completed in one year or less. The Public Affairs Section will entertain applications for continuation grant(s) funded under these awards, within and beyond the initial budget period, on a noncompetitive basis, subject to availability of funds, satisfactory progress of the program, and a determination that continued funding would be in the best interest of the U.S. Department of State.

Section IV. Basic Eligibility Information:

1. **Nonprofit.** The U.S. Embassy New Delhi Public Affairs Section will accept applications from individuals in the United States, U.S. and Indian registered not-for-profit, non-governmental organizations, and other legally-recognized non-profit and academic institutions. Foreign Contribution Regulation Act (FCRA) of the Government of India applies to all Indian organizations.

2. Proper and complete registrations and rights. Applicants must acquire all required registrations in the United States and/or India. All intellectual property considerations and rights must be fully met in the United States and India.

3. **Additional requirements** may apply if necessary.

Section V. Application Submission and Deadline

See "How to Apply" (http://www.grants.gov/web/grants/home.html) on Grants.gov for complete details on requirements, and note the following highlights:

1. Register. American and Indian organizations not registered with Grants.gov should register well in advance of the deadline. It can take weeks to finalize registration (sometimes longer for non-U.S. based NGOs) to get the required registration numbers. To register with Grants.gov, organizations must first receive a DUNS number and SAM registration (https://www.sam.gov). Organizations that do not have a valid DUNS and SAM registration will not be able to upload their applications to Grants.gov.

2. Submit proposal. Proposals must be submitted to Grants.gov; only applications from Grants.gov will be considered. Please send any queries to the following email address: ND_GrantApplications@state.gov. The subject line of your email should be as follows: Applicant Organization name – NDRFP15-03: Online Distance Education Courses for English Language Teachers.

Do not wait until the last minute to submit your application on Grants.gov. Applicants who have done so in the past and experienced technical difficulties were not able to meet the deadline. We recommend that organizations, particularly first-time applicants, submit applications via Grants.gov early to avoid last-minute technical difficulties that could result in an application not being considered.

If you encounter technical difficulties with Grants.gov please contact the Grants.gov Help Desk at support@grants.gov or by calling 1-800-518-4726 in the U.S.

Applications must be submitted by an Authorized Organization Representative (AOR) of the applicant organization. Having proposals submitted by agency headquarters helps to avoid

possible technical problems. Non-AOR personnel submitting applications will be rejected in Grants.gov.

Pursuant to U.S. Code, Title 218, Section 1001, stated on OMB Standard Form 424 (SF-424), Department of State is authorized to consolidate the certifications and assurances required by Federal law or regulations for its federal assistance programs.

Applications are accepted in English only. Final grant/cooperative agreement and any subsequent amendments will be concluded in English.

3. Proposal plus SF-424. When submitting a proposal, applicants are required to fill out a detailed budget and the Federal Assistance Application Standard Form 424. In particular, please use the two following attachments: "U.S. MISSION GRANT/COOPERATIVE AGREEMENT - SUGGESTED APPLICATION FORMAT" and "SF-424." While the cooperative agreement proposal format is somewhat flexible, we recommend you use the template as a starting point, and add additional information as necessary. Please insert "Applicant Organization name – NDRFP15-03: Online Distance Education Courses for English Language Teachers" in the header, along with page numbers, on every page of your application.

At the minimum, your proposal should include:

a) Course Description

The course description should include and overview of the course content and the following details

1. A detailed syllabus with specific educational objectives;
2. A timetable of weekly tasks and activities for teachers to do to practice the content being taught;
3. A discussion forum for teachers to interact with each other online on a weekly basis;
4. Guided instruction and personalized feedback from an American professor who is qualified in the particular course content;
5. A student evaluation plan for assessing the student's progress and achievement.
6. An explanation of how students will be registered into the course and monitored.
7. An explanation of how the organization will retain students throughout the course.

b) Organizational Capability

Applications must include a clear description of the applicant's management structure, any previous experience delivering online distance English teacher training, any previous experience with U.S. Government grants, and the organizational experience and background related to the proposed activities. Besides information about the organization as a whole, this section must also identify the proposed management and staffing plan for the proposed project.

c) Monitoring & Evaluation

Applications must include a monitoring and evaluation plan (M&E plan), sometimes also referred to as a performance monitoring or performance management plan. The institution receiving this award will be expected to submit at minimum a report at the middle and a report at the end of the course describing the results of the course participants.

d) Budget Detail

The cost per participant per course should be provided. This cost per participant should include all costs related to the designing, delivering, monitoring, administering and reporting for the particular course. The budget should indicate the minimum and maximum number of students required for the course.

Please also note that U.S. Embassy New Delhi grants cannot be used to fund religious or partisan political activity; individual trips abroad; trade activities; fundraising campaigns; commercial projects; scientific research; projects whose primary aim is the institutional development of the organization; ongoing operational expenses; infrastructure; or purely representational expenses.

Section VI. Review and Selection Process

1. Criteria. Each application submitted under this announcement will be evaluated and rated on the basis of the criteria enumerated in Section VII below. The criteria are designed to assess the quality of the proposed project, and to determine the likelihood of its success. The criteria are closely related and are considered as a whole in judging the overall quality of an application. Applications will be reviewed on the basis of their fullness, coherence, clarity, and attention to detail. Points are awarded only to applications that are responsive within the context of this program announcement.

2. Acknowledgement of receipt. Applicants will receive acknowledgment of receipt of their proposal. A technical review panel will review the proposal and, based upon the criteria noted below, assess the general qualification. A qualitative determination will be made regarding the program's proposed area of activity and the Mission's strategic goals, and those proposals that are deemed to be the best fit will be given additional consideration. A proposal that is approved but not funded will be kept on file for one year should the panel wish to reconsider, or if additional resources become available.

3. Follow up notification. Organizations whose applications were not approved or funded will be notified in writing.

Section VII. Application Evaluation Criteria

1. Details of Proposal. The proposal meets all of the outstanding technical and logistical criteria required addressing the objectives as noted in Section II above. Each course proposed covers relevant content for Indian ELT teachers and the syllabus is well-designed and up-to-date. (30 points)

3. Institutional and organizational capacity. The organization demonstrates expertise in organizing and managing this project, with subject matter expertise for both the form and the content of the conference. Where project partners are included, the applicant details each partner's respective role, provides partner organization information and résumés for all persons responsible for the project and its financial administration. (30 points)

4. Budget and narrative justification. The budget and narrative justification are complete and reasonable in relation to the proposed activities and anticipated results. The plan for services and related cost estimates is realistic. (25 points)

5. Monitoring and evaluation. The proposal outlines in detail how program success and impact will be determined, and may include pre and post program analysis. (15 points)

Section VIII. Award Administration

1. Award notices: The grant or cooperative agreement award shall be written, signed, awarded, and administered by the Grants Officer. The Grants Officer is the U.S. government official delegated the authority by the U.S. Department of State Procurement Executive to write, award, and administer grants and cooperative agreements. The assistance award agreement is the authorizing document and it will be provided to the recipient. The awardee is likely to interact mostly with a Grants Officer Representative (GOR).

2. Anticipated time to award: Applicants of successful proposals will generally be notified within 90 days after the submission deadline.

3. Reporting requirements: All awards issued under this announcement require both program and financial reports on a frequency specified in the award agreement. The disbursement of funds may be tied to submission of these reports in a timely manner. All other details related to award administration will be specified in the award agreement. The point of contact for questions or issues related to the administration of the grant/cooperative agreement will be specified in the award agreement.